

YAC FACILITY USE GUIDE

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1. DESCRIPTION OF FACILITY

A. Gymnasium (105' X 105')

One championship basketball court, two cross-court basketball courts, one to three volleyball courts, and space for other types of athletic activities. No food, drink, or smoking.

B. Cabrillo Room (45' X 45')

Room for activities requiring mats such as: martial arts, tumbling, wrestling, etc. No food, drink, or smoking.

C. San Tomas Room (45' X 45')

Room for dance, aerobics, jump rope, etc. No food, drink, or smoking.

NOTE: The Cabrillo and San Tomas rooms can be opened for use as one 45' X 90' room for special activities.

2. CLASSIFICATIONS OF USE

A. The Youth Activity Center may only be used by City of Santa Clara or Santa Clara Unified School District youth ages 18 years and younger.

B. Priority of Use

1. City of Santa Clara sponsored activities.
2. Santa Clara Unified School District or other school districts having reciprocal agreements.
3. Other academic schools within the City limits. (St. Clare, St. Justin, St. Lawrence, etc.)
4. Youth organizations that:
 - a. Are non-profit
 - b. Serve the City of Santa Clara
 - c. Have an organizational structure
 - d. Do not charge an admission fee for the event
5. Other schools serving Santa Clara residents (Bellarmino, Mitty, etc.)
6. Special Events
 - a. All groups in priorities #2-5 conducting a special event.
 - b. City of Santa Clara non-profit groups conducting activities

7. Fundraising activities
 - a. All priorities in categories #2-5

3. PERMIT APPLICATION

- A. Permit applications must be made in person by a City of Santa Clara resident or organization with 51% of its members being Santa Clara residents. Proof of Santa Clara residency is required. (Roster for organizations with name, addresses, and phone numbers of members is to be submitted within three working days.)
- B. Permit applications are accepted from seven (7) days to four months before the event at the Youth Activity Center. There are no exceptions to this rule. If the day falls on a Sunday or a holiday, the permit will be accepted the following workday. RESERVATIONS MUST BE MADE IN PERSON.
- C. Permits are accepted on a first come, first served basis. If more than one person requests the same date and place, Santa Clara residency will be checked and numbers will be drawn with the person selecting the lowest number allowed to apply for the permit. Only one person per permit may draw a number.
- D. Confirmation is secured AFTER application has been approved by City staff. Written notification is sent approximately ten days after the application is made.

4. FEE SCHEDULE

- A. All fees are based on a minimum of two hours. No events may extend past 8:00 PM.
- B. Room Fees
 1. Priorities #1, 2, 4
No Charge
 2. Priorities #3, 5, 6
Gymnasium =\$19.00/hour
Activity Room =\$12.00/hour
 3. Priority #7
15% of all gross receipts or Priority fees above; whichever is greater.
- C. Personnel Fees
(Necessary staff determined by the department)

1. Staff
\$11.00/hour

D. Refundable Security Deposits

1. Gymnasium \$125.00
2. Activity Rooms \$50.00

3. Deposits will be mailed within four weeks after the event, if no damage occurs and the facility is left clean.

E. Cancellation Fee: \$25.00/occurrence

Four Month Limit for Permit Application

Month of Use	Month of Application
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January	September
February	October
March	November
April	December
May	January
June	February
July	March
August	April
September	May
October	June
November	July
December	August

5. GENERAL INFORMATION

- A The facility is open only for youth activities 18 years and younger. No adult meetings/activities are permitted.
- B. If facility regulations are violated, applicant forfeits all fees.
- C. No food, drink or smoking is allowed.
- D. Participants must wear athletic shoes with non-skid soles. No hard-soled shoes are allowed in the facility.
- E. Facility reservations may start no earlier than 9:00 AM nor extend past 8:00 PM.